



VACANCY ANNOUNCEMENT

The Department of Health has a career opportunity for qualified candidates for the following position:

Title ASSOCIATE HOSPITAL ADMINISTRATOR 1 [Unclassified]			Salary M35 \$83,210.10 - \$116,476.58
Posting Number 283-22	Position Number 100473	Number of Positions 1	Posting Period * From: 03/18/2022 To: 04/01/2022
Location: Greystone Park Psychiatric Hospital 59 Koch Ave Morris Plains, NJ 07950			Scope of Eligibility/Open to: Applicants who Meet the Requirements
GENERAL DESCRIPTION			
<p>Under the direction of the Chief Executive Officer, Provides leadership to 6 direct and approximately 250 indirect employees. Areas of responsibility includes the Business Office, Engineering department, Security, Communications, Housekeeping, and the Fire Department. Responsible for organizing, developing, and directing the work of Department Heads including annual goals and objectives, evaluative mechanisms and strategic plans. Ensures the hospital's operational needs are met with simultaneously ensuring the efficient and cost effective operation of assigned departments, ensuring budgetary and internal controls are in compliance with State rules and regulations. In the CEO's absence, exercises complete authority to decide on all issues.</p>			
REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)			
<p>EDUCATION: Graduation from an accredited college or university, with a Master's degree in Hospital Administration, Public Administration, Public Health, Business Administration or Mental Health Administration, Psychology, Social Work, Nursing, Rehabilitation, or related field.</p> <p>EXPERIENCE: Five (5) years of administrative experience managing a significant service of program in a psychiatric or general hospital, large mental health facility, or social services agency dealing with the mentally ill.</p> <p>NOTE: Applicants who do not possess a Master's degree, may substitute one (1) year of additional experience as indicated above.</p> <p>LICENSE: Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.</p>			
IMPORTANT FILING INSTRUCTIONS			
<p>If interested in this position, you can reply in one of two ways:</p> <ul style="list-style-type: none"> Forward the required documents electronically to: PST.GPH@doh.nj.gov Mail the required documents to: Michelle Battle, Personnel Assistant 2 Greystone Park Psychiatric Hospital Reference Posting #283-22 New Jersey Department of Health 59 Koch Avenue Morris Plains, NJ 07950-4400 <p>Required documents:</p> <ul style="list-style-type: none"> cover letter resume completed application, found at: http://www.nj.gov/health/forms/dpf-663.pdf <p><i>* Responses received after the closing date MAY be considered if the position is not filled.</i></p>			

-
- *Newly hired employees must agree to a thorough background check that will include fingerprinting.*
 - *If you are a candidate for a position in our Public Health and Environmental Laboratories, you may be subject to pre- and /or post-employment alcohol and drug testing.*
 - *If you are a candidate for a position that involves direct client care in one of the State facilities/programs, you may be subject to pre- and/or post-employment drug testing/screening. The cost of any pre-employment testing will be at the candidate's expense. Candidates with a positive drug test result, or those who refuse to be tested and/or cooperate with the testing requirement, will not be hired.*
 - *In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.*
 - *In accordance with N.J.S.A. 52:14-7, the "New Jersey First Act", all employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey.*
 - **The New Jersey Department of Health is an Equal Opportunity Employer.**
 - *RESUME NOTE: Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency prior to the closing date. Failure to do so may result in your ineligibility.*